

## **Employer Registration Instructions**

### **Line Number:**

**#1 through #7** - Complete for your business.

**#8** - List all owners, partners, corporate officers, or members and managers of LLC's. If necessary, attach an additional sheet. Remember to include addresses and social security numbers.

**#11** - Check the industry that best describes your business. List primary activity and its specific products or services, percent of gross income and number of employees. Please be specific. New employer rates are assigned using the industry's average contribution rate. **Generalities can result in assignment of a higher rate.**

**#12** - Check "Yes" if you operate this business in Montana in more than one physical location (e.g., plants, stores, offices, warehouses, etc.).

**#13** - Check "Yes" if you primarily perform management or support services for other divisions of your parent company.

Support services include administrative offices (headquarters, data processing centers, etc.), storage (warehouses), or research, development or testing.

**#18 through #23** - Complete this section **only** if you:

- 1.) Changed the business entity; i.e. from proprietorship to partnership or corporation, or from a corporation to a partnership or proprietorship;
- 2.) Acquired or purchased a business or portion of a business; or

**Signatures:** All owners' or all partners' signatures are required. Only one corporate officer signature is required. An additional sheet for signatures may be attached.